

**CITY OF FLAGSTAFF  
MANAGEMENT SERVICES - PURCHASING  
211 WEST ASPEN AVENUE, FLAGSTAFF, ARIZONA 86001  
(928) 779-7619 / FAX (928) 779-7656**

**INVITATION FOR BIDS  
BID NUMBER 27020**

**LEASE OF REAL PROPERTY  
THEATRIKOS BUILDING, 11 WEST CHERRY AVENUE  
FLAGSTAFF, ARIZONA**

Sealed bids will be received at the Purchasing Office located at City Hall, 211 West Aspen Avenue, Flagstaff, Arizona, 86001 until 3:00 p.m. on September 27, 2006 to lease to the highest responsible individual and/or firm the real property located at 11 West Cherry Avenue, Flagstaff, Arizona.

Sealed bids must be in the actual possession of the Purchasing Division on or before the exact date and time indicated above. Each bid shall be date and time stamped in the Purchasing Division. Those received after the date and time stated will be returned unopened to the Bidder.

Questions or additional information may be obtained from the Purchasing Office, located at 211 West Aspen Avenue, Flagstaff, Arizona 86001, phone (928) 779-7619.

The contract will be awarded to the highest responsible individual and/or firm whose bid is responsive to this Invitation for Bids and will be most advantageous to the City. The award may be made to other than the highest price bid.

The City of Flagstaff retains the right to reject any or all bids received and waive minor technicalities when it is deemed to be in the City's best interest.

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MANAGEMENT SERVICES - PURCHASING  
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**BID ACKNOWLEDGMENT**

UPON RECEIPT OF THE REQUESTED BID DOCUMENTS, YOU **MUST** COMPLETE THE FOLLOWING INFORMATION AND FAX THIS COVER BACK TO (928) 779-7656. **THE RETURN OF THIS PAGE IS THE ONLY WAY A PROPOSER WILL RECEIVE ADDENDUMS.** FAILURE TO RETURN THIS PAGE UPON RECEIPT OF THE BID DOCUMENT MAY MAKE YOU INELIGIBLE TO PARTICIPATE IN THE BID.

<b>BID NUMBER:</b>	<b>27020</b>
<b>BID NAME:</b>	<b>Lease of Real Property</b>
<b>TOTAL NUMBER OF PAGES:</b>	<b>6</b>

<b>COMPANY NAME:</b>	
<b>CONTACT PERSON: PHONE NUMBER, FAX NUMBER AND COMPLETE MAILING ADDRESS</b>	<b>FAX:</b> _____ <b>PHONE:</b> _____
<b>DID YOU RECEIVE THE TOTAL NUMBER OF PAGES REQUESTED:</b>	<b>YES ____ NO</b> <b>IF NO, WHAT PAGE NUMBERS ARE YOU MISSING:</b>
<b>PLEASE SIGN ACKNOWLEDGING RECEIPT &amp; FAX TO (928) 779-7656:</b>	

**\*\*\*Please Return Immediately If Bidding\*\*\***

# **LEASE OF CITY PROPERTY**

## **THEATRIKOS BUILDING, 11 WEST CHERRY AVENUE**

### **BID NUMBER 27020**

#### **CONDITIONS OF LEASE:**

1. The successful individual and/or firm will be required to execute a lease agreement with the City of Flagstaff for this property within 60 days from acceptance of the bid.
2. The individual and/or firm is to submit their best offer at the time the bid is submitted to the City for consideration. The City cannot negotiate after the bids have been received.
3. The bid is to be signed by an authorized representative and submitted in a sealed envelope marked as Bid No. 26013. Bids shall be submitted in a sealed envelope addressed to the City of Flagstaff, Purchasing Office, 211 West Aspen Avenue, Flagstaff, AZ 86001 marked "Sealed Bids" and identified by the material or service description, bid number, and bid opening date and time. When submitting a no bid, indicate on the outside of the envelope "No Bid". The entire bid package including all instructions is to be returned and properly fastened together. Retain a copy of your bid for your records. Bids shall be opened publicly at the time and place designated on the cover of this document. Bids will not be subject to public inspection until after contract award.

All Bids must be made on the City bid forms and duly signed by an authorized representative of the bidder.

Bids faxed to the City of Flagstaff cannot be accepted.

Bids received after the stipulated bid opening date and time will not be considered.

Erasures, interlineations or other modifications in the bid shall be in ink and made by the authorized person signing the bid.

4. Right to Reject, Cancel or Modify. The City reserves in its discretion the right to extend the closing date. The City also reserves the right to modify any of the bid specifications in this Notice at any time seven (7) days prior to the opening date.

# LEASE OF CITY PROPERTY

THEATRIKOS BUILDING, 11 WEST CHERRY AVENUE

**BID NUMBER 27020**

## SUBMITTAL

All bids submitted in response to this Bid must include the following information.

- **Cover letter.** A cover letter must be included with the following: the offering price for the lease, a description of the prospective lessee's proposed use.
- **Background.** A summary of the organization's background, a brief description of the organization and its history should be included.
- **Organizational Documents:** The organization must provide copies of its Articles of Incorporation as an Arizona non-profit corporation, a copy of its bylaws, together with all amendments to the bylaws, and a certificate of good standing from the Arizona Corporation Commission.
- **Tax Exempt Status.** The organization must provide a copy of the determination letter from the Internal Revenue Service ("IRS") regarding its tax-exempt status, as well as a copy of a recent IRS nonprofit designation letter.
- **Community Benefits.** A list of local community benefits to be provided by the organization if it is the successful bidder must be included. The list might include educational projects and training that will be provided to community members at no cost, secondary and sales tax benefits to the community, plans for use of the facility in conjunction with local schools and colleges, and proposed gifts or donations to other community organizations.
- **Financial.** This should include the organization's financial reports or statements.
- **Insurance.** Statement of compliance with insurance requirements.

Three (3) copies of bid must be submitted. The bid should not exceed fifteen (15) pages.

The undersigned having viewed the property and fully understanding all the terms and conditions of this lease offers to lease the property as described herein for a total monthly rental of:

\$\_\_\_\_\_. **Minimum acceptable annual rental bid is \$6,500**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

**LEASE OF CITY PROPERTY  
THEATRIKOS BUILDING, 11 WEST CHERRY AVENUE  
BID NUMBER 27020  
SAMPLE LEASE**

**SAME LEASE AGREEMENT AVAILABLE VIA EMAIL AFTER 3:00 P.M.  
WEDNESDAY, SEPTEMBER 6, 2006. PLEASE EMAIL VICKIE JACKSON,  
SENIOR BUYER, PURCHASING DIVISION AT  
[vjackson@ci.flagstaff.az.us](mailto:vjackson@ci.flagstaff.az.us)**



## Existing Building for Lease

Provide qualifications and rental rate for an existing building located at 11 West Cherry Avenue in Flagstaff, Arizona.

### City of Flagstaff, Arizona

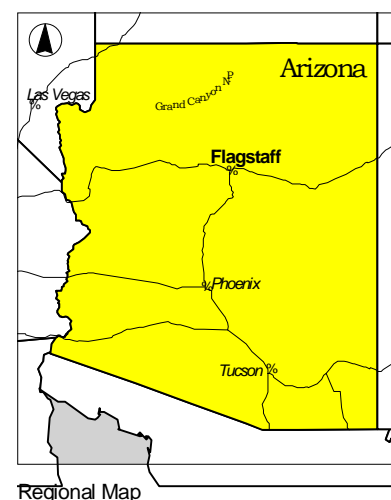
#### Real Estate Manager

#### 1.0 Introduction

The City of Flagstaff, Arizona intends to enter into a lease agreement with a qualified lessee for the lease of this building. The prospective lessee will comply with current zoning uses and must be an Arizona not-for-profit corporation, which has been determined to be a tax-exempt organization by the U.S. Internal Revenue Service. The building is being offered for lease to be used for the fine and performing arts.

Proposals are due by 3:00 p.m. MST on September 27, 2006

#### 2.0 Community



Flagstaff is a mountain city located at 7,000 feet in elevation in the highlands of north central Arizona. It is surrounded on all sides by the Coconino National Forest, which contains the largest contiguous stand of Ponderosa Pines in the world. Flagstaff occupies 65 square miles on a volcanic plateau at the base of Arizona's highest point, the San Francisco Peaks, standing at 12,633 feet. Flagstaff is considered a metropolitan city because of

its population of 58,000; however, its identity is still rooted in its small-town mountain heritage. Hunting, fishing, skiing, mountain biking and rock climbing are just a few of the outdoor activities that attract people to Flagstaff.

Flagstaff has long been a transportation hub. Located along an old wagon road to California, Flagstaff's development began after the railroad arrived in 1881. Today, Flagstaff is the economic hub of Northern Arizona, ideally situated at the juncture of Interstates 40 and 17. The Phoenix metropolitan area is 140 miles to the south and Grand Canyon National Park is approximately 80 miles to the north. Flagstaff is a governmental, educational, transportation, cultural and commercial center, with tourism and government as major sources of employment. The city is home to a number of scientific and high tech research and development industries. Also, approximately 15,000 students attend Northern Arizona University (NAU), which includes a graduate college and nine undergraduate colleges. The newly expanded Coconino Community College is also adjacent to the NAU campus. The community also has



two museums, numerous art galleries, a symphony orchestra, three recreation centers, an ice skating rink and a major ski resort. Flagstaff has 10 public elementary schools, two middle schools, three high schools and many private and charter schools. Flagstaff has extensive medical facilities and resources, including a state-of-the-art trauma center at the Flagstaff Medical Center.

Flagstaff's incorporated population is approximately 60,000, an additional 20,000 live in nearby unincorporated communities, and more than 200,000 live in the trade area. Flagstaff has experienced a moderate annual growth rate of 3.1% over the past 25 years. The age distribution of the population within the Flagstaff urban area provides for a large labor pool due to the fact that 72% of the population falls within the 18 to 64 age group.

### 3.0 **Background**

This building was previously used by the City of Flagstaff as a library. In 1988 the building was leased for use as a community theatre and is currently being operated as such.

### 4.0 **Proposed Use**

The zoning classification is CENTRAL BUSINESS DISTRICT ESTABLISHED C5E.

If the lessee desires to use the building for a use not currently permitted in this district it is the responsibility of the lessee to



acquire a conditional use permit for that use. The proposal submitted must include specific detail regarding the type of use, number of occupants, times of operation and a general overview of the prospective lessee's operation and purpose.



#### **5.0 Property Ownership**

The City holds title to the property and will lease the property to a prospective lessee with a written lease agreement.

#### **6.0 Lease of Building**

The lease term will be offered for a 5 (five) year period with the option to renew for 2 (two) additional 5 (five) year terms. Each renewal shall be for a 5 (five) year period based on negotiations for the lease amount and performance on terms of the previous lease agreement. The minimum lease amount is \$6,500 annually, with a 7(seven) percent annual increase and the lessee is responsible for all utilities, taxes, fees and maintenance. Market rent was estimated at approximately \$40,000 annually. The City will conduct annual inspections to verify compliance with the maintenance requirements. All bidders must submit a schedule to complete installation of an ADA compliant access ramp. Completion of the ramp is a minimum requirement of the first year's maintenance performance criteria. All bidders must submit organizational and financial documents, as well as a list of community benefits as described in section 7, below. The city will maintain the landscaping. The City encourages the lessee to sublease and partner with other fine and performing arts groups and develop cooperative agreements to make the facility available during off hours.

#### **6.1 Building Description**

This facility is a wood frame constructed building containing approximately 4800 square feet, plus a basement containing approximately 3500 square feet. There is a mezzanine and ticket counter in the entry, an auditorium and stage area, office and restrooms. The site is approximately 21,300 square feet with paved and marked parking for 25 cars.

#### **7.0 Format of Proposals**

All proposals submitted in response to this RFP must include the following information, in order.

- **Cover letter.** A cover letter must be included with the following: the offering price for the lease and a description of the prospective lessee's proposed use.
- **Organizational Documents:** The organization must provide copies of its Articles of Incorporation as an Arizona non-profit corporation, a copy of its bylaws, together with all amendments to the bylaws, and a certificate of good standing from the Arizona Corporation Commission.
- **Tax Exempt Status.** The organization must provide a copy of the determination letter from the Internal Revenue Service ("IRS") regarding its tax-exempt status, as well as a copy of a recent IRS nonprofit designation letter.
- **Background.** A summary of the organization's background, a brief description of the organization and its history should be included.
- **Community Benefits.** A list of local community benefits to be provided by the organization if it is the successful bidder must be included. The list might include educational projects and training that will be provided to community members at no cost, secondary and sales tax benefits to the community, plans for use of the facility in conjunction with local schools and colleges, and proposed gifts or donations to other community organizations.
- **Financial.** This should include the organization's financial reports or statements for the past 5 years.
- **Insurance.** Statement of compliance with insurance requirements.

Three (3) copies of proposal must be submitted. The proposal should not exceed fifteen (15) pages.

#### 8.0 Where to Obtain

Bids can be obtained from the Purchasing Office by one of the following methods:

1. Via email (Adobe Acrobat format) by emailing Denny Birkland at: [dbirkklan@ci.flagstaff.az.us](mailto:dbirkklan@ci.flagstaff.az.us).
2. In person by coming to the Purchasing Office located at City Hall, 211 West Aspen Avenue, Flagstaff, Arizona.
3. By telephone, and requesting a proposal packet be mailed to you.

#### 8.1 Where to Submit

Proposals should be submitted to:

Ernie Negroni, City Purchasing Director  
City of Flagstaff  
211 West Aspen Avenue  
Flagstaff, Arizona 86001  
RE: 203 E. Brannen

#### 9.0 Deadline for Proposals

*Proposals are due by 3:00 p.m. MST on September 27, 2006*

Sealed proposals will be received at the Purchasing Office located at City Hall, 211 West Aspen Avenue, Flagstaff, Arizona, 86001 until **3:00 p.m. on September 27, 2006**

#### 10.0 Evaluation Criteria

The City's preliminary evaluation of the proposals will be based on the following criteria:

- Offering lease price
- Compliance with organizational requirements as an Arizona non-profit corporation with tax-exempt status.
- Demonstrated community benefits
- Partnerships and cooperative agreements with other community groups

#### 11.0 Selection Process

After reviewing all proposals, City staff may conduct interviews with each of those organizations. Following interviews, organizations will be ranked in order of preference. Staff will then forward a recommendation to the City Council for approval of the selected lessee.

#### 12.0 Further Information

Questions regarding this Request for Proposals should be directed to:

Denny Birkland, Real Estate Manager  
 City of Flagstaff  
 211 West Aspen Avenue  
 Flagstaff, Arizona 86001  
 928-779-7623 (voice)  
 928-213-3050 (fax)  
 dbirklan@ci.flagstaff.az.us (email)

#### 13.0 Disclosure of Data

Information submitted in response to this RFP is considered public record and may be disclosed pursuant to Arizona statutes.

#### 14.0 Obligations

This RFP does not obligate the City of Flagstaff to pay any costs incurred in the preparation and submission of proposals or presentations/interviews, nor to enter into any contract with any of the prospective lessees. The City may reject any and all proposals for any and all reasons.

The City is under no obligation to reimburse the lessee for any of its costs.

#### **List of Exhibits**

<b>Exhibit A</b>	<b>Legal Description</b>
<b>Exhibit B</b>	<b>Site Map</b>

#### **Exhibit A**

***Lots 13 through 18, Block 34, Flagstaff Townsite, Coconino County, Arizona;***

**Exhibit B**

